



INDIANA ARTS COMMISSION

Connecting people to the arts

SAMPLE GUIDELINES

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

**THIS APPLICATION WILL BE MADE AVAILABLE UPON REQUEST IN
LARGE PRINT, BRAILLE, AUDIO CASSETTE, OR OTHER FORMS TO
MEET SPECIAL NEEDS**



*The application is provided to you in Adobe Acrobat or Microsoft Word for Windows.
You may request a paper copy by contacting the IAC.*

Strategic Collaborations Initiative

Deadline

11:59 p.m. EST
April 29, 2005

Grant Period

July 1, 2006 to
June 30, 2007

150 W. Market Street, Suite 618
Indianapolis, IN 46204-2812
www.in.gov/arts
arts@state.in.us
317/232-1268
317/233-3001 TTY

TABLE OF CONTENTS

ABOUT THE INDIANA ARTS COMMISSION.....	Page 2
Members of the Indiana Arts Commission	
Long-term Goals	
Grant Making Philosophy	
Conflict of Interest Policy	
Overview of the Indiana Arts Commission Regional Partnership Initiative	
ABOUT THE STRATEGIC COLLABORATIONS INITIATIVE PROGRAM.....	Page 4
Program Description	
SCI Participants	
Initial Consultation	
Application Deadline	
Grant Amount	
Match Requirement	
Grant Period	
Who May Apply	
Program Restrictions	
HOW TO COMPLETE AND SUBMIT AN APPLICATION.....	Page 5
Completing the Form on Your Computer	
General Instructions for Submitting Your Application Packet	
APPLICATION REVIEW PROCESS.....	Page 6
Staff Review of Submitted Applications	
Advisory Panel Review	
How Proposals Are Evaluated	
Commission Action	
Reconsideration Policy and Appeal Process	
MANAGING YOUR GRANT.....	Page 8
Notification of Your Grant Award	
Acknowledgment and Credit of Public Funding	
Grant Agreement	
Changes to Project Form	
First Grant Payment	
Project Changes and Modifications	
Final Grant Report	
Second Grant Payment	
Records Retention	
Monitoring	
CONDITIONS AND REQUIREMENTS.....	Page 11
Public Manifestation	
Civil Rights	
Drug-free Workplace	
Fair Labor Standards	
Disclosure	
APPENDIX A: ACCESSIBILITY SELF-ASSESSMENT CHECKLIST.....	Page 14

ABOUT THE INDIANA ARTS COMMISSION

The Indiana Arts Commission (IAC), a state agency, was established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed by the Governor of the State of Indiana to four-year terms. A professional staff and over 100 Hoosier volunteers support the Commission's programs and services. The Commission holds quarterly business meetings throughout Indiana, which are open to the general public for observation.

Members of the Indiana Arts Commission

Jim Bodenmiller, West Lafayette, Chair
Ronald J. Stratten, Vice-Chair, Indianapolis
Joan David, Secretary, Evansville
Ms. Lee Marks, Exec. Committee, Shelbyville
William Hopper, Exec. Committee, Vincennes
Sandi Clark, Bloomington
India Cruse-Griffin, Richmond
Cindy Frey, Columbus

Judy G. Hess, Corydon
Irene Smith-King, Gary
Cliff Lambert, Terre Haute
Jeanne E. Mirro, Fort Wayne
S. Leonard Pas, Eminence
Richard Q. Stifel, South Bend
Steven L. Tuchman, Indianapolis

Long-term Goals

The Indiana Arts Commission has three major goals:

1. To fulfill the leadership potential of state government in developing Indiana's arts economy through statewide programs and services.
2. To advance significantly the continuing regional development of the arts and culture in Indiana through the Regional Partner Initiative.
3. To create a new public-private partnership structure to develop the arts and significantly increase public and private resources to the arts.

Grant Making Philosophy

The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of Interest Policy

The Indiana Arts Commission has a conflict of interest policy to assure the impartial distribution of state arts funding and service. Contact the IAC to obtain a copy of the policy.

Overview of the Indiana Arts Commission Regional Arts Partnership

In 1997, the Indiana Arts Commission (IAC) and 12 community-based organizations jointly established the Indiana Regional Partnership Initiative (RPI), a collaborative project to enhance support for arts and cultural activities statewide, especially in under-served areas. The RPI was developed to address issues that arose during the IAC's 1995-96 strategic planning process:

1. **Easy** access to quality technical assistance to further the financial, managerial, and artistic development of arts providers; and
2. more local control in the allocation of state resources for the arts.

Each of the 12 Regional Arts Partners (RAP) works in cooperation with the IAC to provide four core services to artists, arts providers, and arts consumers in a specified multi-county region of Indiana. The core services are: cultural planning, grants making, information and referral, and technical assistance. Regional cultural planning efforts began in 1998. The Regional Arts Partners use information about the needs of local artists, arts providers, and arts consumers to develop and provide services.

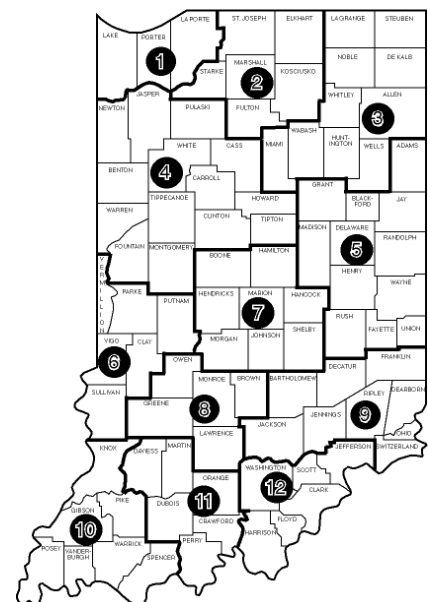
Beginning in 1999, the IAC provides a regional allocation of funding to all RAPs to be used for re-granting and services to arts providers within their regions. Most organizations seeking operational support or arts project funding will apply to the Regional Arts Partner that serves the county in which the applicant is located.

The IAC provides direct funding to multi-regional or statewide arts organizations, organizations requesting capacity building funds, technical assistance providers, and individual artists.

In September 2004, the Commission approved changing the name of this initiative to the Regional Arts Partnership.

Designated Indiana Regional Arts Partners:

- Region 1: Northern Indiana Arts Association
- Region 2: Community Foundation of St. Joseph County
- Region 3: Arts United of Greater Fort Wayne
- Region 4: Tippecanoe Arts Federation
- Region 5: Arts Place
- Region 6: Arts Illiana
- Region 7: Arts Council of Indianapolis
- Region 8: Bloomington Area Arts Council
- Region 9: Columbus Area Arts Council
- Region 10: Arts Council of Southwestern Indiana
- Region 11: Jasper Community Arts Commission
- Region 12: Arts Council of Southern Indiana



ABOUT THE STRATEGIC COLLABORATIONS INITIATIVE PROGRAM

Program Description

The Strategic Collaborations Initiative (SCI) provides financial support for collaborative projects of major significance to the Indiana Arts Commission (IAC). This program will advance IAC strategic plan objectives that are not currently met by existing partnerships with Regional Arts Partners, statewide arts service organizations, and major arts institutions.

SCI Participants

Participation in this program is by IAC invitation only. The IAC will seek out and contact prospective partner organizations that meet general eligibility requirements and are judged to have the specific experience and expertise needed to assist with each strategic objective.

Initial Consultation

The IAC will hold an individual meeting with each interested prospective partner organization to discuss the SCI, the potential role for each organization, and to determine each organization's eligibility for and interest in participation.

Application Deadline

Organizations are invited to participate in the SCI will be asked to submit electronic applications by 11:59 p.m. EST, on Friday, April 29, 2005 (www.in.gov/arts/grants/egrantapps.html). Late or faxed applications will not be accepted.

Grant Amount

Prospective applicants will individually discuss their funding needs with IAC staff and a request amount for each will be established before applications are submitted. The total amount of SCI funding will vary each year depending upon IAC program priorities and available resources, in addition to state arts funding.

Match Requirement

Match will be encouraged and may be required for some projects depending upon IAC priorities and the availability of local matching funds. The requirement for matching funds and the level and composition of such will be determined before applications are submitted.

Grant Period

Funding will begin July 1, 2005, and end June 30, 2006.

Who May Apply

To be eligible for consideration, selected organizations must meet all of the following requirements:

1. Must be a private nonprofit organization, incorporated in Indiana or another state, or an Indiana public agency;
2. Nonprofit organizations must have received recognition of tax-exempt status from the Internal Revenue Service (IRS);
3. Must be in good standing with the IAC and in compliance with all IAC requirements;

4. Must have as its mission to serve an Indiana constituency and must provide arts-related activities or services in Indiana;
5. Must have a governing body that is representative of the organization's service area;
6. Must have operated for at least three years according to a strategic or long-range plan adopted by the governing body;
7. Must have arts programming and/or arts-related services as part of its agency's strategic plan;
8. Must have a paid administrative staff person who reports to the governing body;
9. Must have at least a one-year history providing arts programs and/or services to the entire state or to two or more IAC-defined multi-county regions of the state;
10. Must have a statewide or multi-regional marketing plan; and
11. Must carry out an annual process for program planning and evaluation with input from the community to be served.

Program Restrictions

IAC-funding cannot be used for the following expenses:

1. Cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the state fiscal year and grant period (July 1-June 30); and/or
11. activities held solely for the purpose of fundraising, private functions, functions held in private homes, religious services, lobbying activities, or any activity not having a public manifestation.

HOW TO COMPLETE AND SUBMIT AN APPLICATION

Please read the entire guidelines, instructions, and application before beginning.

Completing the Form on Your Computer

This application must be submitted electronically to the IAC via the IAC website www.in.gov/arts/grants/egrantapps.html . If you have problems utilizing the electronic application, please contact the IAC by phone or e-mail for assistance.

General Instructions for Submitting Your Application Packet

- Submit only the information requested.
- Keep a copy of the completed application for your own files.

APPLICATION REVIEW PROCESS

Staff Review of Submitted Applications

Applicants must provide complete information) to allow for a uniform review of the application.

After you have submitted your application to the IAC, staff will review your materials to ensure that all required information was submitted.

Advisory Panel Review

The IAC Program Evaluation Committee, composed of current Indiana Arts Commissioners, will review and evaluate applications in this category. Program Evaluation Committee meetings are open to the public for observation and are recorded. Applicants will be invited and are encouraged to attend. Applicants cannot lobby panelists on behalf of their application before, during, or after the panel meeting.

How Proposals Are Evaluated

The Program Evaluation Committee will review all applications and evaluate the potential effectiveness of each SCI proposal in relation to the specific indicators of quality, community impact, and management on a “yes” or “no” basis for each indicator. Applications receiving a majority of “yes” votes in each of the three categories will be accepted and recommended to the full Commission for funding.

QUALITY: The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources, as indicated by the following:

- The goals and objectives of the proposed activities are clearly explained and are consistent with the organization’s mission and long-range plans, and with IAC goals.
- The artistic goals and program design are consistent with the organization’s resources.
- There appear to be a sufficient number of appropriate and qualified personnel (or independent contractors, including artists), paid or volunteer, to carry out the proposed activities.
- The audience has been clearly identified and estimated attendance figures appear reasonable in light of past efforts.
- Proposed program components and activities appear to be appropriate in light of project goals and audience. The project design contains and describes educational activities and outcomes.
- Participating artists, staff, community members and others have been/will be involved in planning, implementing, and evaluating the project activities.

COMMUNITY IMPACT/PUBLIC BENEFIT: The proposed activities will have a significant impact on the community the organization serves, as indicated by the following:

- The organization’s constituent base is clearly defined. The manner in which constituents were involved in assessing needs and program planning is clearly described. There was an appropriate level of constituent involvement and support.
- The plan for serving traditionally under-served populations in program development, implementation, and evaluation is clearly described and appears adequate.

- Appropriate promotional efforts will be made to inform the general public about activities, including strategies for reaching traditionally under-served populations.
- Proposed activities will be made accessible and marketed to persons with disabilities and other special needs.
- The proposed activities will contribute to long-term growth of the arts in the community.

MANAGEMENT: The organization delivering the proposed activities will be well managed, as indicated by the following:

- There is a person (paid or volunteer) assigned to manage the project/operation. The manager's qualifications have been clearly explained and appear adequate.
- The project timetable is clearly explained and provides sufficient detail to guide implementation.
- The process that will be used to evaluate the effectiveness of your activities is clearly described and measurable. Evaluation will include assessment of impact on the people served. Audience/participant feedback will be used as one component to evaluate project success in achieving its goals.
- There is evidence of a successful history of providing related arts activities.
- Estimated expenses and budget appear reasonable. Projected income will be proportionate and come from a variety of sources. There are adequate plans for long-term resource development and deficit reduction (where applicable).
- The applicant's governing body meets on a regular basis and represents the diversity of the applicant's geographic service area with respect to race/ethnicity, gender, age, special needs, and location of residence, etc.

Commission Action

The Indiana Arts Commission will review and approve or reject the Program Evaluation Committee's recommendations during its **June 2005** quarterly business meeting. All Commission meetings are open to the public for observation and are recorded.

Reconsideration Policy and Appeal Process

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. The Committee used criteria other than the criteria published in the grant guidelines;
2. there was influence by an IAC staff person or IAC Commissioner having a conflict of interest and/or;
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the **IAC executive director** stating the reasons for reconsideration based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question. An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and **may not** be appealed further.

MANAGING YOUR GRANT

Notification of Your Grant Award

All applicants will be notified via email of grant decisions after the Commission meets and approves the grants (June 2005). Grantees will receive via email the award letter and other pertinent information. The Grant Agreement and other pertinent materials that must be completed, signed and returned to the IAC before a first payment can be processed will be sent via regular mail.

Acknowledgment and Credit of Public Funding

Broad public visibility of the success of Indiana's artists and arts organizations is essential. By promoting yourself, your activity, and your state-funded grant, you are working to strengthen the role of the arts in Indiana. You are demonstrating to the community the impact of the arts and how the money legislators have allocated for the arts is being well spent.

One important way you can demonstrate the importance of public funding for the arts is to credit the Indiana Arts Commission and the National Endowment for the Arts in all publicity and printed materials associated with your funded activities. All publicity or programs, electronic and printed, must contain the IAC logo and the following credit line: Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency.

The credit logo is supplied to all grant recipients on coated stock. Various sizes are supplied for different uses. It is also available on diskette by request, or you can download it from the IAC web site at www.in.gov/arts. The logo must be reproduced as a unit without alteration.

How to Use the IAC Logo and Credit line

There are ways to incorporate the credit language and logo into your publicity and informational materials. Including this information in as many places as possible helps your community understand the impact of public funding of the arts. Below are some specific requirements:

Promotional Materials

Grantees must credit the IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and videotapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.

Programs

Grantees must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point both the NEA and the IAC logos need to appear. Also, list the Commission in the donor category most appropriate to the level of financial support your organization is receiving.

Performing Arts Organizations that receive \$50,000 or more in total IAC operating support funding in any fiscal year shall provide two half-pages of advertising space in all season programs. The Indiana Arts Commission will provide camera-ready art to your program specifications.

Performing arts organizations that receive less than \$50,000 in total IAC operating support funding in any fiscal year shall provide one-half page of advertising space in all season programs. The Indiana Arts Commission will provide camera-ready art for your program specifications.

Educational Materials

Grantees must credit the IAC and the NEA in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials. Again, if not using the credit logo, both the NEA and the IAC logos need to appear.

Web Sites

The Grantee must use the IAC credit logo on the organization's web sites – along with a hyperlink back to the IAC web site. It should be listed in a place appropriate to the web site's mapping, i.e. IAC credit logo on a sponsorship page with a hyperlink and/or IAC and NEA listed as additional resources with a hyperlink to both. For project support, the IAC credit logo must appear on the web page that corresponds to the IAC-funded project.

Advertising

Grantees must credit the IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

News Releases

News releases must credit the IAC and NEA support. A sample support statement could be: The Indiana Arts Commission supported this project with funds from the State of Indiana and the National Endowment for the Arts.

Promotional Appearances and Interviews

On television and radio appearances by your representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward your project or overall operation. Also, you should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your organization's program(s).

Verbal Credit

When written credit is not applicable, such as when there is no printed program, give verbal credit prior to each performance or activity. If an announcement is not feasible, consider a sign in the lobby or activity space.

The grantee further agrees to submit to the State the date(s), time(s), and location(s) of performance(s), exhibition(s), program(s) or project(s), and to submit to the State, upon request copies of all publicity, photographs, and printed materials for the arts activity(ies) involved.

Grant Agreement

The grant agreement is your official contract with the Indiana Arts Commission. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. The **grant agreement** must be signed by the board chair, president, or executive director and returned to the IAC. Your signed Grant Agreement will be reviewed by three other state agencies – The Department of Administration, the Budget Agency, and the Attorney General's office. This is standard procedure

and usually takes from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an organization without a fully executed copy of the **grant agreement** on file.

Project Modification Form

This form is to be used to notify the Indiana Arts Commission about any changes to your funded project. All organizations receiving IAC grants are required to complete this form at the time of grant notification (via the e-Grant system – www.in.gov/arts/grants/egrantapps.html), and also whenever they are aware of any significant changes to the approved budget or scope of the project. This includes changes to the, who, what, where, when, why or how. The Project Modification form must be submitted to the IAC and approved before the grant agreement is sent to the Department of Administration. Grantees will be held accountable for delivering the type and level of service approved in this report, not the original application. The board chair, president, or executive director must sign this form.

First Grant Payment

The first payment of your grant will be for 90 percent of the grant allocation. The payment will be mailed to you after your **grant agreement** has been approved by all three state agencies. In general, it takes two months from the time you submit your correctly completed **grant agreement** until the IAC mails your first payment. We will do everything we can to keep this amount of time as short as possible.

Final Grant Report

All grantees must submit a completed Final Grant Report via the e-Grant system (www.in.gov/arts/grants/egratnapps.html) one month following the grant's ending date, or by July 31, 2006, whichever comes first. The deadline for submitting the final report will be identified in your **grant agreement**. It will include: reporting on the activities and programs that were carried out during grant period; a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served.

Second Grant Payment

The second and final grant payment will be for 10 percent of your total award. The check will be **mailed to you after the IAC has reviewed and approved your final grant report.**

Records Retention

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Monitoring

The Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. You will be advised if your organization has been selected for a random field audit.

CONDITIONS AND REQUIREMENTS

Public Manifestation

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public. "Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed grant application and Grant Agreement indicates that your organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.
- *The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."*
- Americans with Disabilities Act of 1990 that provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 that provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-free Workplace

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

Disclosure

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3. Some information provided will be listed on the web page, at www.indianaarts.org.



WHAT TO SUBMIT - CHECKLIST

Application Deadline: April 29, 2005

Applicants must provide complete information on all forms, authorized signatures where indicated, assurances that the application is legally binding, and supporting materials (as requested) to allow for a uniform review.

Provide ONE HARDCOPY of the following items, if applicable:

- ☐ 1. Articles of Incorporation or Enabling Legislation (1 copy) - **First-time applicants must submit this item or if it has been revised since last submitted to the IAC.**
- ☐ 2. IRS Determination Letter of Tax Exempt Status (1 copy) - **First-time applicants must submit this item or if it has been revised since last submitted to the IAC.**
- ☐ 3. Annual Compliance Audit (1 copy).

Provide **TEN** copies of the following item and submit under separate cover

- ☐ 4. Printed Promotional Materials (please list these items):

IN ELECTRONIC FORMAT VIA THE APPLICATION:

- ☐ 1. Current strategic or long-range plan (1 copy) – **First-time applicants must submit this item or if it has been revised since last submitted to the IAC.**
- ☐ 2. Annual Financial Statement
- ☐ 3. Job Description of the chief paid administrative staff person
- ☐ 4. Budget Line Item Detail

ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

The Indiana Arts Commission has adopted this checklist as an informal guide for applicant organizations. This checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act; the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS: Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes*, *no*, or *n/a* for each accommodation in relation to the question.

YES Physical feature exists.
NO Physical feature does not exist but should.
N/A Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entryway accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? ____Yes ____No.

	YES	NO	N/A
Ramps/Lifts	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Doors Open Easily/Automatically	_____	_____	_____

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)?
 ____Yes ____No.

	YES	NO	N/A
Large-Print Signage	_____	_____	_____
Well-Lighted	_____	_____	_____

3. Is the entryway accessible to people with hearing impairments (i.e., hard of hearing, deaf)?
 ____Yes ____No.

	YES	NO	N/A
Buzzer Door	_____	_____	_____
If Yes, Is There a Visual Entry Code (i.e., Flashing Light)?	_____	_____	_____

4. Is patron parking available? ____Yes ____No.

	YES	NO	N/A
Designated "Handicapped Parking"	_____	_____	_____
Clear Passage to Entry (i.e., for Wheelchair Users)	_____	_____	_____

5. Is the interior space accessible to people with mobility impairments? ____Yes ____No.

	YES	NO	N/A
Ramp	_____	_____	_____
Hand Railings on Ramps	_____	_____	_____
Steps	_____	_____	_____
Hand Railings on Steps	_____	_____	_____
Firm, Smooth Surfaces	_____	_____	_____
Doors Open Easily	_____	_____	_____
Elevators	_____	_____	_____
Chair Lifts	_____	_____	_____
Accessible Restrooms	_____	_____	_____

Designated Wheelchair Seating _____

6. Is the interior space accessible to people with visual impairments? ____Yes ____No.

YES NO N/A

Large Print Signage _____

Braille Signage _____

Braille Marked Elevator Buttons _____

Raised Letter Signage _____

Free of Hazardous Overhangs and
Protruding Objects _____

Clearly Marked Abrupt Changes in Levels _____

7. Is interior accessible to people with hearing impairments? ____Yes ____No.

Visual Emergency Alarm System _____

ACCESS TO ORGANIZATIONS PROGRAMS:

Answer each question **8 through 10**, as it relates to programmatic accessibility.

YES Program offers adaptation routinely or upon request.
NO Program does not offer adaptation but should.
N/A Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments? ____Yes ____No.

Large Print Materials _____

Large Print Labeling _____

Braille Materials _____

Taped Materials _____

Audio Description _____

9. Does the organization use the following to make its programs accessible to people with hearing impairments? ____Yes ____No.

Assisted Listening Devices– _____

Infrared _____

Audio Loop _____

FM System _____

Sign Interpreters _____

Oral Interpreters _____

Script and Text of Verbal Presentations _____

Captioned Audio Visual Materials _____

TDD/TTY (Telecommunications Device for
the Deaf) _____

10. Does the organization publicize its accessibility? ____Yes ____No.

By Telephone _____

By TDD/TTY _____

In Large Print _____

In Braille _____

On Audio Cassette Tape _____

